United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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March 26, 2003

In Reply Refer To:
1520-3 (CA-944) **P**

EMS TRANSMISSION: 3/26/03
Instruction Memorandum **No. CA-2003-029**
Expires 09/30/04

To: CA Field Managers, Branch Chief, CA-942

From: DSD, Support Services

Subject: Three-Year Fleet Management Plan **DD: 5/05/03**

Attached is WO IM2003-110, formally initiating the requirement for each field office to develop a three-year fleet plan in compliance with Executive Order No. 13149.

A comprehensive analysis of your fleet mix should be conducted and strategies developed for streamlining, downsizing, or acquiring more fuel-efficient vehicles for your local fleet. The analysis for your plan must include the quantities and classes of vehicles in your office, the average miles per gallon, how often your vehicles are being used, and any tire inflation issues. Although the WO IM discusses the use of retreads, California has informed the BLM Fleet Manager that we will not comply with this portion of the E.O. until the safety community can provide more safety data as to the reliability of retreads on the types of vehicles in our fleet.

From this information, an action plan must be developed that will:

- **Reduce FY 2005 petroleum fuel consumption by 20 percent from FY 1999 levels.**
- **Minimize the number of vehicles relative to employee strength;**
- **Maximize the acquisition of Alternative Fuel Vehicles (AFVs); and**
- **Maximize the use of Alternative Fuels (AFs)**

Your fleet plan should be submitted using the format described and included as samples in the attached WO IM. Your local fleet or property staff is an important resource for providing the vehicle data needed to prepare this plan. Your plan is due to the State Office no later than **May 5, 2003.**

Please contact Dona Maxcy at (916) 978-4314 if you have questions regarding this requirement.

Signed by:
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:
WO IM 2003-110 (w/3 Attachments)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C 20240

March 13, 2003

In Reply Refer To:
1520 (850) P

EMS TRANSMISSION 03/17/2003
Instruction Memorandum No. 2003-110
Expires: 09/30/2004

To: **All Washington and Field Officials**

From: **Assistant Director, Business and Fiscal Resources**

Subject: **Three-Year Fleet Management Plan**

Program Area: Fleet Management

Purpose: This Instruction Memorandum (IM) prescribes the requirements for developing a Three-Year Fleet Action Plan which will dictate how each State Office in the Bureau of Land Management (BLM) will collectively reduce overall vehicle petroleum fuel consumption by 20 percent, efficiently manage fleet utility, and ensure compliance with Executive Order 13149 by Fiscal Year (FY) 2005.

Policy/Action: The BLM Managers are to conduct an analysis of their motor vehicle fleet using the following criteria:

- Quantity of each class of vehicle;
- Fuel consumption for each class of vehicle;
- Average miles per gallon (by class);
- Usage data (how often is vehicle used relative to miles or hours used); and
- Tire inflation monitoring and usage of retread tires.

From this information, an action plan must be developed that will:

- **Reduce FY 2005 petroleum fuel consumption by 20 percent from FY 1999 levels.**
- **Minimize the number of vehicles relative to employee strength;**
- **Maximize the acquisition of Alternative Fuel Vehicles (AFVs);**
- **Maximize the use of Alternative Fuels (AFs); and**
- **Maximize the use of retread tires.**

The 1999 average fuel consumption total for each office will be used as a baseline for determining petroleum fuel usage reduction. Consumption will be measured by the cumulative miles per gallon of the general-purpose vehicle fleet, i.e., those vehicles that are not law enforcement vehicles, specially built fire vehicles, and specially constructed construction vehicles and equipment. The FY 1999 and FY 2002 information is available in the Management Information System and is summarized in Attachment 1.
Each office should plan to reduce petroleum fuel consumption by 7 percent per year, which will allow attainment of the 20 percent goal (or 25 percent improvement in miles per gallon) by FY 2005.

The action plan should indicate:

- **The number of vehicles to be replaced and vehicle replacement type;**
- **The number of vehicles to be disposed;**
- **Dates and/or timeframes that vehicles will be acquired or disposed;**
- **Fuel consumption reduction goals for each class of vehicle for a designated time period and how each action item will take place; and**
- **Plans for increasing the use of AFs in AF vehicles.**

These action plans will be aggregated by each State for a statewide Fleet Management Plan. The State plans will be submitted to WO-850 for approval. Performance will be measured at the end of each FY. To facilitate planning, a format for collecting data is included in Attachment 2. This should be completed for each office and summarized for each State.

When identifying the class of vehicles used in each office, the Manager should also ensure that the number of vehicles in each class is suitable to meet the office's needs.
The Managers should adjust fleet size and composition, when necessary. The Managers should consider the following when conducting their fleet analysis relative to the number of vehicles to ensure efficiency of operations:

- **The number and job series of employees utilizing each class of vehicle;**
- **How often the vehicle is utilized and under what conditions; and**
- **Categories of usage (off-highway travel versus highway travel; seasonal versus Year-round usage).**

Offices should try to obtain at least a 4:1 ratio of employees to general-purpose vehicles. Offices should minimize the assignment of vehicles for individual use. Vehicles can be assigned to individuals for accountability, but should be shared or dispatched within groups.

When offices are identified with excess or under-utilized vehicles, the excess vehicles or equipment will be reassigned to another BLM office by State Property Managers, or the BLM Fleet Manager at the National Business Center (NBC). Excess property will be disposed of through normal disposal procedures.

Background: All agencies must be in compliance with Executive Order 13149. An overall reduction of petroleum fuel consumption by 20 percent is the targeted goal for all BLM leased and owned general-purpose vehicles. Managers should identify vehicles by current class codes. See IB No. BC-2003-015. The General Services Administration (GSA) codes are available on GSA Bulletin FPMR G-205.

The BLM's total fuel consumption for general-purpose vehicles in FY 1999 was 2,645,898 gallons. The Bureauwide fleet goal is to have reduced petroleum fuel consumption to 2,116,718 gallons by FY 2005. Alternatively, the FY 1999 data represent a fuel consumption rate of 15.1 miles per gallon (MPG). A 20 percent reduction in fuel consumption translates into a 25 percent improvement in fuel economy that would mean an 18.9 MPG fuel economy figure for FY 2005. The BLM is currently acquiring vehicles that have MPG ratings of 19 to 24 MPG. However, a large portion of the general-purpose fleet is classified as medium duty trucks, with a Gross Vehicle Weight Rating (GVWR) between 8,500 pounds and 25,999 pounds. Specifically, many trucks with an 8,800 to 11,000 GVWR are not rated for fuel economy. While these trucks can be acquired with diesel engines, which can improve the fuel economy by 50 percent, they typically average 11 to 14 MPG.

One of the considerations in achieving these goals is the accurate reporting of data.
The Automated Fleet Management System records monthly utilization and fuel consumption data. These data are collected from individual Vehicle Utilization Reports, Form 1520-42. These reports are reconciled with monthly charge card transactions for the Department of the Interior (DOI) vehicles. Errors and lapses in data reporting may contribute to misleading information. Offices should monitor data reporting and record keeping of fuel consumption and vehicle usage for consistency.

Strategies for Policy Compliance:

Replacement of Vehicles: **Executive Order 13149 also encourages the acquisition and use of alternative fuel AFV hybrid, hybrid electric, and other high fuel economy vehicles. A significant number of motor vehicles are replaced annually and these vehicles can be replaced with more fuel-efficient vehicles. Where feasible, the Managers should analyze their needs and determine what vehicles and light duty trucks can be replaced with AFVs or other high MPG vehicles. While hybrid vehicles may get the best fuel economy, the incremental cost is usually far greater than any benefits derived from increased fuel economy. In the analysis, offices should also indicate why the less fuel-efficient vehicles will not be replaced with more fuel-efficient vehicles. Vehicle replacement should be an incremental process over the next three years. The three-year action plan should designate the dates and/or timeframes in which the required number of vehicles will be purchased and disposed of to reach the office's fleet goals. Acquisitions will be monitored by the NBC to ensure that State goals are met.**

Operational Practices: The Managers should monitor engine idling. Motor vehicles should not be permitted to idle in the summer months and idling should be minimized in the winter months to ensure that adequate defrost air is available for safe operation.

Tire Inflation: The Managers should ensure that the proper inflation pressure for the tires on each vehicle is known and noted in the vehicle logbook. For vehicles with non-standard tires, the correct inflation pressure should be obtained from the manufacturer. The tire condition and inflation pressure must be checked at least weekly, as they can also affect fuel consumption and tire performance.

Executive Order 13149 also mandates the use of retread tires where applicable. Offices must document tire replacements and indicate if retread tires were procured as replacements or why they were not procured as replacements. A report must be submitted by June of each year to the BLM Managers, indicating the number, size, type (new or retread) of tires, and reason for replacement. This report should be in the form of Attachment 3.

Use of Alternative Fuel: **The use of AFs in AFVs is required if the fuel is available. By FY 2004, 50 percent of the fuel used in AFVs must be AFs. If a sufficient population of AFVs exists at an office, a fuel tank is acquired to dispense AFs. B20 bio-diesel fuel should be used to the maximum extent possible. The use of AFs subtract from the quantity of petroleum fuel used.**

Timeframe: **All offices will have 60 days to develop a Statewide Fleet Management Action Plan. All action items developed in this plan will be implemented as soon as possible.**

Budget Impact: **The application of this policy to fleet management should have a positive impact on the budget by decreasing overall fuel consumption (spending) and decrease the Fixed Ownership Rate paid for BLM owned vehicles or the lease cost of GSA vehicles when vehicles are downsized.**

Manual/Handbook Sections Affected: **Section 1520, Personal Property Management, of the BLM Manual will be affected by the implementation of this IM.**

Coordination: **This document was coordinated by the Property and Acquisition and Headquarters Services Group and the National Business Center.**

Contact: **If you have any questions or concerns regarding this policy, please contact Tom Jatko, BLM Fleet Manager, NBC, at 303-236-9456 or Tiya Darisaw, Business Management Specialist (Property), Property and Acquisition and Headquarters Services Group, at 202-452-7798.**

Signed by:
Robert Doyle
Assistant Director
Business and Fiscal Resources

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

3 Attachments (Excel Spreadsheets)
1 - Comparison of FY 1999 to FY2002 Utilization and Fuel Consumption by Office and State (4 pp)
2 - Format for Statewide Fleet Management Plan (1 p)
3 - Format for Tire Replacement/Retread Report (1 p)

Directives forwarded to State Director, CA-940, CA-944, D. Maxcy 3/18/03